

SHELTON STATE COMMUNITY COLLEGE

MEMORANDUM

TO: Dean Arthur Howington
Dean Hugh Kynard
FROM: Debbie Grimes *Grimes*
Director of Library Services
RE: Library Annual Report 1983-1984
DATE: March 6, 1985

Attached you will find a copy of the Library's Annual Report for 1983-1984. Unfortunately, this report is considerably tardy. Please bear in mind as you go over it that it is a "historical" look at library services and projects for last year (October 1, 1983--September 30, 1984).

I apologize for the tardiness and hope you will find the report informative. Please let me know if you would like further explanation of information presented.

cc: Library Faculty and Staff
Billie Boteler (Chairperson, Technical Division Library Committee)
Carole Johnson (Chairperson, Junior College Library Committee)

SHELTON STATE COMMUNITY COLLEGE
LIBRARY

ANNUAL REPORT 1983-1984

This report summarizes the activities and progress of the Library and states its goals for 1984-1985.

GOALS 1983-1984

The chief goal for 1983-1984 was to increase library book holdings. Funding was provided by the college administration to support the increases summarized on the charts below.

I. Number Processed (Total--Both Divisions*)

Holdings	1978-79	1979-80	1980-81	1981-82	1982-83	1983-84
Books	2824	4344	4704	3649	3405	5038
AV	141	123	183	260	995	570

II. Number Processed by Division, 1983-1984

Holdings	Junior College	Technical College
Books	4258	780 + Nursing
AV	89	481

III. Number of Holdings (Classified--Both Divisions*)

Holdings	1978-79	1979-80	1980-81	1981-82*	1982-83*	1983-84*
Books	8555	12,898	16,583	20,232	23,834	27,184
AV	822	945	1,128	1,388	2,388	2,958
Period.Subs.	230	242	262	311	340	354

IV. PerCent Increase in Holdings During 1983-1984

Holdings	PerCent Increase
Books	14%
AV	24%
Periodical Subscriptions	4%

V. Number of Holdings by Division, 1983-1984

Holdings	Junior College	Technical College
Books	27,184	1,234 + Nursing
AV	1,456	1,502
Periodical Subscriptions	284	70

VI. Total Book Holdings as of 9/30/84

Division	No. Processed Holdings
Junior College	27,184
Technical College	1,234
Total	28,418

Since 1979, the number of processed and circulating books has increased 238 %.

The regular use of OCLC cataloging privileges (with the University of Alabama) has greatly decreased the backlog of unprocessed books, relieving a library problem. To date, 2844 books have been processed via OCLC.

The statistics included in the charts provided above reflect the method of tabulation currently used by the Library. At the Technical College, only books housed in the LPN Department and Library Services Office have been classified (i.e, cataloged) according to the Library of Congress system. The remainder of books at the Technical College have been processed and assigned to specific shops but are not (and will not be) classified according to LC.

The following chart represents the number of volumes held in specific subject areas.

VII. Classified Book Holdings by Subject Fields (Both Divisions)

Subject Fields	9/30/83	9/30/84	Increase	Total Collection
Reference	2901	3643	26%	13%
General Works	181	219	20%	<1%
(A,Z)				
Anthro., History	4349	4917	13%	18%
(C-G)				
Education	780	928	18%	3%
(L)				
Fine Arts	1076	1240	15%	5%
(M-N)				
Language, Literature	5713	6409	12%	24%
(P)				
Military Science	98	126	29%	<1%
(U-V)				
Philosophy, Religion	1375	1541	12%	6%
(B)				
Political Sci., Law	951	1038	9%	4%
(J-K)				
Science, Medicine	2147	2756	28%	10%
(Q-S)				
Technology	550	710	29%	3%
(T)				
Social Sciences	3259	3657	12%	13%
(H)				
TOTAL	23,380	27,184	16%	100%

The following selection tools are used regularly in collection development:

Booklist
Publishers Weekly
Library Journal
New York Review of Books
New York Times Book Review
Washington Post Book World
Choice
Greenwood Press Books for College Libraries Checklist
Essay and General Literature Index Selections

The second major goal for 1983-1984 was to finish processing, cataloging, and collection development in Technical College Division shops. The shops remaining were Electronics, Industrial Electricity, Welding, and Reading. Because of ongoing renovations at the Technical College and other major college projects (such as the Self-Study Visitation), only the Industrial Electricity shop was completed during 1983-1984.

Storage shelving and equipment was provided, books and audiovisuals were cataloged, equipment was repaired, and dictionaries were provided in the Industrial Electricity shop. The Director of Library Services discussed changes and improvements needed with Don Seales in the Electronics shop, but, by mutual agreement, decided to wait to make changes until new electronics facilities were completed.

Other shops at the Technical College continued to receive library materials and assistance upon request. A copy of Encyclopaedia of Occupational Health and Safety (third revised edition) was made available in the Library Services Office. Substantial budgetary increases were made for library purchases for the Technical College (see Budget).

A secondary goal for 1983-1984 was to develop and implement a regular inventory of books at the Junior College Division Library. The following system was developed.

Two-Year Continuous Book Inventory System

I. A "continuous" cycle of inventory of books in the Junior College Library will be conducted quarterly during every two-year period. Although the entire collection will not be inventoried all at once, it will have been inventoried entirely every two years.

II. Approximately 1/8 of the book collection will be inventoried each quarter during the two-year period.

III. Any changes that must be made in library statistics will be made at the time of inventory and incorporated into the Monthly Report.

IV. Catalog cards for missing books will be pulled from the public catalog as well as from the shelf list at the time of inventory.

V. Decisions regarding the replacement of missing volumes or weeding of books no longer suitable will be made at the time of inventory. Replacement orders will be worked into the acquisitions system at the time of inventory.

VI. The two-year cycle of inventory will be initiated according to the following timetable:

Call Number	Number of Books (10/83)	Dates for Inventory
Reference	2901	Christmas holidays 1983
A-C	2613	Feb.-March 1984
D, F-G	2479	May-June 1984
H	3259	Aug.-Sept. 1984
K-N, begin P	2157+	Christmas holidays 1984
P	5713-	Feb.-March 1985
Q-R	2064	May-June 1985
S-Z, E	2567	Aug.-Sept. 1985

VII. Inventories will be conducted on weekends or during quarter breaks at the times indicated above.

VIII. The library will not be closed during inventories.

IX. The Director of Library Services will assign staff members to the inventory project. A Librarian will be assigned to each inventory.

X. Book "dummies" will be made and placed to mark spaces for books not shelved in their regular places. For example, "dummies" will be made for indexes that are cataloged "reference" and placed on index tables.

Unfortunately, the library staff was unable to begin the two-year cycle as planned. The cycle began, instead, August--September 1984. The decision to mark catalog cards to indicate "Index Table" was made instead of using "dummies." However, "dummies" were made and used in the Reference Section for books cataloged but not shelved as reference (for example, the Southern Reporters housed in the President's Office). The use of "dummies" met another goal established for 1983-1984.

Another goal was to computerize routine library functions. The Library acquired an Apple//e microcomputer in December 1983 and began to use it for administrative purposes. The software program, QuickFile, was acquired and used to develop union lists for cooperative projects with other libraries as well as for in-house record-keeping. Another software program, A-V Catalog, was acquired and used to develop a computerized catalog of audiovisual holdings.

Although a formal system of adding "see" and "see also" references was not developed, an informal plan to mark the Library of Congress headings books when filing cards in the catalog was attempted. This goal will be carried over to 1984-1985.

Finally, the goal to develop a policy on photocopying was eliminated pending further study.

BUDGET

The 1983-1984 budget is presented below, exclusive of salaries, travel, postage, service contracts, and equipment rental, which are not administered by the Library. This budget covers expenditures for both divisions of the college.

Acct. No.	Acct. Name	Bud.Amt.(10/83)	Encum.Amt.	Balance(9/30/84)
-606	Maint. & Repairs	\$ 1,800.00	\$ 865.75	\$ 934.25
-614	Film Rental	1,200.00	718.23	481.77
-616	Insurance	250.00	275.00	- 25.00
-618	Memberships	150.00	175.00	- 25.00
-619	Binding	500.00	346.35	153.65
-620	Periodicals	21,500.00	21,776.40	-276.40
-639	Other Contr.Serv.	1,596.00	1,274.58	321.42
-641	Mat. & Supplies	9,000.00	9,177.67	-177.67
-701	Books	75,000.00	75,145.34	-145.34
-702	Audiovisuals	13,531.10	13,160.71	370.39
-720	Furn.& Equip.	24,050.00	22,264.18	1,785.82
	TOTAL	\$ 153,452.10	\$ 147,697.65	\$ 5,754.45

In addition, \$893.45 of Title 2A funds were used to purchase books.

Expenditures for materials or services used solely by the Technical College totaled \$ 22,348.00 (over last year's expenditures of \$20,674.32).

This total does not reflect additional expenditures that benefitted the Technical College but were absorbed by the total budget. Such additional expenses include administrative costs, library office materials and supplies, as well as equipment that was taken from the library office or Junior College and used in Technical College shops.

CIRCULATION

Because instructors are responsible for circulation of library materials at the Technical College, the Library does not maintain circulation statistics for that division of the college.

Junior College circulation decreased by 15% during 1983-1984; periodical circulation decreased by 32%; but audiovisual circulation increased by 16%. Decreases are probably due to decreased student enrollment last year and to increased use of photocopies by students. Further study will be done to determine methods of increasing circulation.

A summary of circulation statistics is presented on the following tables.

XI. Junior College Division Library Circulation Statistics

Medium	1978/79 Total	1979/80 Total	1980/81 Total	1981/82 Total	1982/83 Total	1983/84 Total
Books	4891	5846	7584	8217	9762	8294
Periodicals	775	864	1699	1375	1323	901
Audiovisuals	3039	2316	3588	4864	3802	4398

XII. Average Monthly Circulation/Junior College Division Library

Medium	1978/79	1979/80	1980/81	1981/82	1982/83	1983/84
Books	408	487	632	685	813	691
Periodicals	65	72	142	115	110	75
Audiovisuals	253	193	326	405	317	367

Based on an average Junior College student enrollment of 2510/quarter, per capita book circulation for 1983-1984 was 3.3 books. Circulation statistics, however, reflect use by any students or faculty members, regardless of division, as well as by members of the community.

The turnover rate (Total # volumes / Total circulation) is 3.2, indicating that Junior College library books were used an average of 3.2 times each in 1983-1984.

LIBRARY SERVICES

The Library continued to provide services to the community and improved those services by developing a Courtesy Card policy. Courtesy Cards are issued to members of the community for a \$5.00 refundable fee. Students and faculty from The University of Alabama, Stillman College, and other institutions with which Shelton State has reciprocal agreements do not have to pay the fee. A copy of the patron information sheet is attached.

As a result of self-study recommendations, the Library offers media production services on an individual request basis to instructors from both divisions. Outside professionals will be contracted to design and produce programs requested by faculty.

Library office hours at the Technical Division were extended to full-time during 1983-1984.

At the request of the English Department at the Junior College, the library skills program was significantly revised. The English Department incorporated library skills sessions formally into departmental curricula for EH 099, EH 101, and EH 102. The following program was established.

EH 099 Library Skills

A one-hour library orientation session should be scheduled early in the quarter. It will include discussion of Shelton State library facilities, services, and policies; it will also include a take-home assignment on these topics as well as on simple dictionaries and encyclopedias.

EH 101 Library Skills

Two one-hour sessions should be scheduled on different days at some point of instructional need during the quarter. The first session will include the following topics:

- LC Classification
- Using the Card Catalog
- Author, Title, and Subject Cards
- General Reference Sources

The second session will include the following topics:

- News Sources
- Periodicals and Indexes
- Magazine List, Microfilm, and Vertical File
- General Reference Sources
- Short Story Criticism

EH 102 Library Skills

Two one-hour sessions should be scheduled on different days at some point of instructional need during the quarter. The first session will include the following topics:

- Literature Search Strategy
- Use of the OED
- MLA Bibliography

The second session will include the following topics:

Poetry and Drama Criticism
Biography Sources
Other Sources of Literary Criticism

Faculty members were provided with descriptions of the revised programs as well as with forms for scheduling library sessions. The Library Faculty is responsible for all assignments, for grading them, and returning them to English instructors. The library grade is to count no less than 5% of the total English grade.

In an effort to improve faculty involvement in selection of materials for the Junior College Division Library, a subscription to Choice selection slips was used during 1983-1984. At the suggestion of the Junior College Division Library Committee, division chairpersons were asked to determine which members of their divisions would be sent selection slips. Faculty members have responded favorably to this method of selection.

Another new service introduced by the Library during 1983-1984 was the Baker and Taylor Book Leasing Program. Through this program, best sellers are leased (generally in multiple copies) on a monthly basis. The original collection of 100 books is supplemented by 10 additional titles selected monthly. Books no longer circulating are returned to Baker and Taylor. The Library receives one book per ten returned books and is not responsible for lost or damaged books. This service has produced the following circulation statistics and appears to be well-received, with an average monthly circulation of 60 books.

CIRCULATION FIGURES FOR BEST-SELLERS (May—September 1984)

Month	Total No. Circulated
May 1984	73
June 1984	82
July 1984	59
August 1984	27
September 1984	57
Total	298

The art exhibition schedule was successfully continued during 1983-1984. Members of the community and from area high schools visited the exhibits throughout the year. In February 1984, Perry Ketchum of the Transnational Group in Washington, D.C., came to the Junior College Division Library to make a slide-tape presentation to accompany the Saudi Arabia exhibition of textiles and folk crafts. This program was open to the public; area schools were notified; over 50 people attended.

The following exhibition schedule has been set for 1984-1985:

Weavings by Marsha Patterson	August 28--September 20, 1984
Wood Carvings by Harold Coleman	October 1-12, 1984
Icons and Images in the Work of Bennie Andrews	October 15--November 13, 1984
Exhibition by the Institute for the Book Arts	November 26--December 14, 1984
Francesco Scavullo: The American Ballet Theatre (portraits)	January 11--February 3, 1985
Paintings by Richard Zoellner	February 13--March 8, 1985
Paintings by Annabel Walker	March 18--April 10, 1985
High School Art Competition Exhibition	April 14--20, 1985
Appalachian Women: Three Generations	April 22--May 19, 1985

NATIONAL LIBRARY WEEK

National Library Week was celebrated with special ALA posters and displays. Library Week t-shirts with the slogan "Knowledge is Real Power" were worn by library personnel. A "Knowledge Bowl" competition between Shelton administrators and the Shelton Scholar Bowl Team was conducted in the library for faculty, staff, and student observation. Book marks were given to students.

ADMINISTRATIVE ACTIVITIES

Additional support personnel were hired on a temporary basis during the summer quarter to assist in converting audiovisual records to microcomputer disk format for use with software programs, AV Catalog and AV Catalog Writer.

An additional full-time Library Clerk was hired in February 1984; this position provided support in microcomputer projects of the Director of Library Services and in acquisitions.

Library Committees at both divisions were appointed for 1983-1984. Each met once at the request of the Director of Library Services. At these meetings, policies were reviewed and means of library evaluation were examined.

A master plan for Junior College Division Library growth was developed by the Director of Library Services during 1983-1984. Copies of this plan were given to the Dean and filed in the Director's office.

Two one-hour courses in library/research skills were proposed by the Library Faculty to the Curriculum Committee at the Junior College Division with no success. Implementation of these courses presents problems that appear to be too impractical to add to junior college curricula.

The Director of Library Services attended, for the first time, the national convention of the American Library Association in Dallas in the summer of 1984.

The most significant administrative change in the Library occurred in March 1984 when specific measures were taken to strengthen lines of communication between the Library and Dean of Instruction (Technical College Division) and to increase the role of the Dean of Instruction in the supervision of the Library.

In general, this change means that the Dean of Instruction is regularly informed of library expenditures, holdings, and circulation for the Technical College Division through monthly and annual reports. Policies affecting library services to the Technical College Division must be approved by the Dean of instruction before implementation; all expenditures for library and audiovisual materials for the technical programs must be approved by the Dean of Instruction (see attached memo for details).

The Library Policy Manual was revised and updated to include these changes. New copies of the manual were given to all library staff members, to Library Committee chairmen for each division, and to the Dean (Junior College Division) and Dean of Instruction (Technical College Division).

EVALUATION

In May, the annual evaluation of library services was conducted at both divisions of the college. Computer score sheets and calculation services from the University of Alabama were used. This method seemed to work well, despite some problems, for a minimal cost.

Summaries of these surveys are attached; full reports are on file in the Director's office.

100 students and 38 faculty members participated in the evaluation at the Junior College Division. Only two areas received lower-than-average ratings by faculty members. One concerned backfiles of periodicals while the other concerned noise in the Library. Both areas are being studied by the Director. Higher-than-average ratings by faculty members were given in the areas of art exhibitions, AV equipment available, AV assistance, and library staff assistance.

Junior College students gave no lower-than-average ratings; higher-than-average ratings were given in the areas of library organization, copy machine service, and library hours.

Students were also queried about their preference for viewing audiovisuals in AV rooms or in classrooms. In response to the question, "Do you think that seeing audiovisuals in an AV viewing room works better than seeing them in your classroom?", 64% responded "Yes" while 21% responded "No" (the remainder had no preference).

Only 12 faculty members from the Technical College Division responded to the library evaluation. This small number of responses cannot accurately provide an evaluation but does reflect a significant problem in the area of interest in library services and communication between the Library and Technical Division instructors.

SELF-STUDY ACCREDITATION

In May, the SACS Evaluation Team visited the college to culminate two years' involvement in the self-study process. The team's report on Standard Six (Library) was generally favorable but gave the following recommendations and suggestions:

RECOMMENDATIONS:

1. The college should make available professional staff to provide adequate library services at the Technical College and audio-visual services to the College as a whole.
2. Priority should be given to developing learning resources at the Technical College and organizing them so that they are readily accessible to the Technical College community.
3. Immediate steps should be taken to provide more space and to alleviate the noise problem in the Junior College facility.
4. Plans for providing a central library facility at the Technical College should be implemented as soon as possible. This facility should include up-to-date equipment and be open hours which will make it available to all students at the College.

SUGGESTIONS:

1. Future budgets should include adequate funds for continued maintenance and development of library resources and facilities.
2. Plans for a computerized circulation/bookkeeping/cataloging system should be implemented as soon as possible.

The college administration responded to the recommendations given above and have taken some steps to meet those recommendations. The most significant step has been to make definite plans to provide a central library facility at the Technical College. The Dean of Instruction (Technical College Division) has planned to move the library office into an area to be vacated by the Electronics shop as soon as possible. The Director of Library Services has set aside funds in the 1983-1984 budget for materials and equipment for this facility.

GOALS FOR 1984-1984

The following goals have been set for 1984-1985:

1. To organize and document library microcomputer software.
2. To revise library information given out to faculty and staff.
3. To refine the current library skills program.
4. To introduce library skills to non-English courses.
5. To organize materials, equipment, and services for a central facility at the Technical College Division.
6. To gather and organize for the Vertical File Alabama State Department publications

attempted

see new info in fac-handbook

Library Goals

on hold

on hold

LIBRARY COURTESY CARD
Patron Information

NAME _____

ADDRESS _____

HOME PHONE _____

PLACE OF EMPLOYMENT/SCHOOL _____

OFFICE PHONE _____

Library Courtesy Cards are issued by the Shelton State Community College Library for a \$5.00 refundable fee. The fee must be paid at the time this form is completed and before materials may be borrowed. The fee will be refunded when you return the card; however, you may keep the card as long as you wish and need not get a new card each time you wish to borrow materials. A duplicate card will be provided in the event your card is misplaced or lost. No fee will be charged for duplicate cards.

GUIDELINES FOR LOANS

1. Up to three books, three magazines, and three vertical file articles may be checked out at one time. Books circulate for two weeks, periodicals and vertical file articles for three days (all renewable).
2. Audiovisual materials and hardware may be borrowed for periods not to exceed 24 hours or one school day.
3. Overdue fines are not charged. Cost-plus-processing fees, however, are charged for unreturned, lost, or damaged materials.
4. No borrowed materials (print or non-print) may be copied (in whole), duplicated, cut, or otherwise altered. Videotaping or otherwise duplicating is recognized as violation of copyright. The borrower is responsible for adhering to copyright and other restrictions that may be listed on materials.
5. Borrowed materials (including AV) may not be used as part of any fund-raising or profit-making program.
6. Materials may not be loaned to other individuals, groups, or institutions.
7. Entertainment films may be rated G, PG, or R. Films rated PG or R may have harsh language, nudity, or violence and may not be suitable for all audiences. The borrower is responsible for previewing all borrowed materials and determining the suitability for intended audiences.
8. The borrower must undergo orientation, at the convenience of the AV staff, on equipment before it is loaned.

I understand the guidelines listed above and assume responsibility for fulfilling each of them as a condition of loan of Library materials from Shelton State Community College. I understand that violation of these guidelines will result in loss of my courtesy card.

Signature

Date

Approved

Paid

Date Card Mailed to Patron: _____

SHELTON STATE COMMUNITY COLLEGE--JUNIOR COLLEGE DIVISION
LIBRARY EVALUATION--May 1984

Faculty Responses-- 38 Total

Question	Rating:	No Response	1	2	3	4	5	Mean
1. Organization of the library is a usable manner.	3	0	1	6	17	11		4.09
2. Book holdings in your subject area(s).	4	2	4	16	10	2		3.18
3. Current periodical holdings in your subject area(s).	4	2	6	15	10	1		3.06
4. Periodical backfiles in your subject area(s).	7	5	4	16	6	0		2.74
5. Audiovisual holdings in your subject area(s).	5	5	3	9	11	5		3.24
6. Hours library is open each week.	2	1	1	4	20	10		4.03
7. Conductiveness of the library to study.	2	9	10	10	5	2		2.47
8. General appearance of the library.	1	1	4	14	8	10		3.59
9. Effectiveness of library art exhibits.	2	0	1	7	12	16		4.19
10. Availability of AV viewing rooms for class use.	2	6	0	12	13	5		3.31
11. Audiovisual equipment available for individual and class use.	1	0	0	6	19	12		4.16
12. Physical facilities of the library.	0	4	2	17	13	2		3.18
13. Circulation procedures for all materials.	4	1	5	10	15	3		3.41
14. Your opportunities for involvement in selection of materials.	2	2	3	9	14	8		3.64
15. Assistance received in scheduling AV materials and viewing rooms.	2	0	1	4	11	20		4.39
16. Assistance of the library staff when called upon.	1	0	0	6	10	21		4.41
17. Number of library personnel available for assistance.	3	0	1	10	16	8		3.89
18. Communications between faculty and librarians.	1	3	0	11	11	12		3.78

SHELTON STATE COMMUNITY COLLEGE--JUNIOR COLLEGE DIVISION
LIBRARY EVALUATION--May 1984

Student Responses--100 Total

Question	Rating:	No Response	1	2	3	4	5	Mean
1. Assistance of the library staff when called upon.	1	0	3	34	31	31		3.91
2. Communication between the librarians and students.	4	3	4	34	37	18		3.56
3. Organization of the library in a usable manner.	2	0	4	13	49	32		4.11
4. Hours the library is open each week.	3	0	7	19	37	34		4.01
5. Book collection.	4	6	10	35	34	11		3.35
6. Current magazine and newspaper collection.	5	4	12	33	26	20		3.48
7. Back issues and microfilm of magazines.	6	5	8	30	27	24		3.61
8. Audiovisual collection.	4	3	4	32	31	26		3.76
9. Copy machine service.	3	2	5	24	25	41		4.01
10. Audiovisual equipment available for student use.	6	2	5	33	24	30		3.80
11. Your ability to use the library for study.	3	12	13	24	26	22		3.34
12. Number of personnel available for assistance in the library.	2	3	8	48	24	15		3.41
13. Art exhibits in the library.	3	4	4	36	26	27		3.70
14. General appearance of the library.	3	2	6	28	34	27		3.80
15. Amount of space available for the library.	3	8	13	29	32	15		3.34
16. Number of chairs and tables in the library.	2	6	15	36	22	19		3.34
17. Comfort of seating and study space.	2	6	10	37	21	24		3.48
18. Check-out procedures for books, magazines, and AV.	3	1	2	30	28	35		3.96



SHELTON STATE COMMUNITY COLLEGE

JUNIOR COLLEGE DIVISION

202 SKYLAND BOULEVARD
TUSCALOOSA, ALABAMA 35405



Leo Sumner, President

March 21, 1984

Telephone (205) 759-1583

MEMORANDUM

TO: Dr. Leo Sumner, President

FROM: Debbie Grimes, Director of the Library, *Sumner*
Arthur Howington, Dean, Junior College Division
Hugh Kynard Hugh Kynard, Dean of Instruction, Technical College Division

We recommend the following measures to strengthen lines of communication between the Library and the Dean of Instruction (Technical College Division) and to increase the role of the Dean of Instruction (TCD) in the supervision of the Library:

1. The Dean of Instruction (TCD) should be provided monthly reports of library expenditures, holdings, circulation and other library information concerning both divisions of the college.
2. Copies of Technical College Division Library Committee minutes and recommendations should be sent to the Dean of Instruction (TCD). The Technical College Library Committee shall be appointed by the President upon the advice of the Dean of Instruction (TCD) who shall advise the President from recommendations made by the Director of the Library.
3. Annual reports will be sent to the Dean of Instruction (TCD).
4. Other statistical information and information regarding library services should be provided for the Dean of Instruction (TCD) upon his request.
5. Results of library surveys and evaluations should be sent to the Dean of Instruction (TCD).
6. The Dean of Instruction (TCD) will be provided a current library policy manual. Policies affecting library services to the Technical College Division should be approved by the Dean of Instruction (TCD) before implementation.
7. Annual budget requests for library services and materials for the Technical College Division will be developed with the approval of the Dean of Instruction (TCD). No definite lines will be drawn between junior college and technical college funds in the library budget so long as reasonable efforts are made to administer the budget according to general requests developed separately for each division.

8. Technical College Division instructors' requests for library material should first be referred to the library. If the instructor is not satisfied with the library's response, then the Dean of Instruction should seek additional information from the Library.
9. Requisitions or requests for library materials for the Technical College Division that are not approved by the library should be sent, with explanations, to the Dean of Instruction (TCD). If the Dean of Instruction (TCD) approves the request, the library should make the purchase.
10. Requisitions for library materials for the Technical College Division will be sent to the Dean of Instruction (TCD) for his approval. Such requisitions will not need the signature of the Dean, Junior College Division.

✓
APPROVED

Leo Sumner

Dr. Leo Sumner, President

Date

Copy sent to: Hugh Kynard, Dean of Instruction (TCD) *Handwritten initials*
Arthur Howington, Dean, Junior College Division
Sully Cochrane, Librarian
Don Bell, Librarian
Lori Carver, Library Secretary
Billie Boteler, Technical Division Library Committee